**Directions for using Wikispaces**

**Steps to creating student accounts on Wikispaces:**  
First, you have to be an ‘Organizer’ of the [wiki](http://writinginstitute.wikispaces.com/). Which I’ll do for all of you at:

<http://writinginstitute.wikispaces.com/>

Second, click on the "Manage Wiki" link above and then go to "[User Creator](http://writinginstitute.wikispaces.com/User+Creator)"

From here the steps are listed.  
Next, click on the wiki that you want to add their new account to: **writinginstitute**

Now, you will need to create *usernames and passwords* for your students and in the dropdown box at the bottom choose whether you want to copy and paste them in, or upload an Excel (or Excel-like) document, then click Continue

***I would suggest making usernames in an Excel document like: PCS-mcarls, PCS-pswan, PCS-bugsbunny If they have a common suffix/prefix they are less likely to be taken already. The passwords can be simple, let the kids pick them so they'll remember them......well…MAYBE!***  
  
You should see their usernames and passwords during Step2. Answer the drop down questions and then continue. *\*You do not need to have a column for e-mail addresses\**  
You may have to adjust usernames before Step 3 because they may be taken already. So, some of them you may have to alter and then verify.  
  
Step 3 is just to verify and your last chance to remove them. They will also give you their Wikispace email address – if needed.  
Then the 4th step is just a confirmation- CONGRATS! They should be added right away. If you want to check you'd have to go to our [Members](http://writinginstitute.wikispaces.com/space/members) section under Manage Wiki.

**Want to add a new page to our Writing Institute Wiki?**

Easy, just go to the top left and click on “New Page”, then you’ll have to give it a name that will appear on the right just like the School names we have on our wiki.

**Want to start your own Wikispace webpage?**

You may choose to do this, because then, you can add as many pages that you’d like on your own wiki and link them it to our Writing Instititute wiki.

Go to the Wikispaces.com home page. And you’ll see near the top it says, “Create a new wiki”, click on that. Give it the name you’d want to have before wikispaces.com. For instance, maybe mrcarls or bocesmath. If that name is already taken, they will have you choose another one. Keep it simple!  
For the second option I would choose protected and then in the drop down menu choose K-12 Education so that you’ll have more storage and you can get rid of the ads.

Your set and ready to go. Click Edit this page and go. If you want, go into Manage this wiki and you can play with the Look and Feel and all sorts of options on your very own website!

Good luck,

Any questions, feel free to e-mail me any time at: [Mark\_Carls@caboces.org](mailto:Mark_Carls@caboces.org)